

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	3.1.03
PROCEDURES MANUAL		ISSUE DATE	April 17, 2006
SUBJECT	Monthly/Quarterly Reports	Section	Reclamation Services
		Last Revised	3-12-97

OBJECTIVE AND INTENT:

To ensure the Field Inspector and Supervisor prepares, maintains, and timely submits accurate reports.

PROCEDURES:

To ensure timely processing, the following shall be submitted to the Field Supervisor -

AML/Enforcement Reports Prepared by Field Inspector

Item	Submittal Date
AML/Enforcement inspection reports	within a week of completion of site inspection
AML time sheets	Tuesday of following week
AML invoices/reports	by 2 nd work day following invoice submittal by contractor

Monthly Reports Prepared by Field Inspector:

Item	Submittal Date
Mileage reports (include VDOT log sheet/receipts)	by end of 2nd work day of new month
Supervisor's Monthly report of Workload (OPTIONAL)	anytime after end of month
Diary entries	complete for month by 2nd work day of new month
Leave slips	at least monthly
Update of AML projects (Excel spreadsheet)	as needed or at least monthly

Quarterly Reports Prepared by Field Inspector - submitted to the Field Supervisor quarterly by end of 2nd work day of the new quarter:

- Frequency field sheets
- Inspector's electronic quarterly report
- New quarter field frequency sheets

Status reports:

Inspectors shall run and check for accuracy the following reports from the DMLR Computer system at the end of each month:

- Unresolved Complaints.
- Inspection frequency.
- Approaching due dates.

Inspectors shall also run the following reports in DYNAterm at the end of each month and check for:

- Possible patterns of violations regarding assigned permits.
- Temporary cessation due dates.

Monthly and Quarterly Reports Submitted by the Field Supervisor :

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The Supervisor shall:

- review and approve AML weekly timesheets, sign and forward invoices, and process inspection reports.
- review and initial all items submitted monthly by the Inspector, and forward such to the Big Stone Gap office by the 5th of each month.
- review all items submitted quarterly by the Inspector, then forward such to the Big Stone Gap office for processing and forwarding by the Reclamation Services Office Services Specialist.
- Ensure quarterly frequency has been met
- Ensure patterns of violations have been addressed
- Quarterly Review Temporary Abandoned Due Dates
- Review Status of Outstanding Violations
- Review Status of Outstanding Complaints
- Review Status Water Orders/Subsidence Orders
- Review Mid-term report

The Reclamation Services Office Services Specialist shall compile and distribute the Monthly and Quarterly Reports to the appropriate agency personnel.